



R0354

Dear National Fire Academy Student:

Congratulations on being accepted into the National Fire Academy's (NFA's) offering of the *21st Century Training for Fire and EMS Training Officers (21CTTO)* course. This new 6-day course seeks to improve the 21st century training skills of training officers in a fire/Emergency Medical Services (EMS) organization. Specifically, students will formulate a plan to integrate innovative methods, technologies and safety measures into their training programs.

Students themselves will model and demonstrate many of the course concepts and then make decisions for planning how these concepts could be integrated into a local training program brought to class by each student. The course promotes ideas for change and innovation as a method to move fire service training into the 21st century.

The first day of this 6-day class will begin on Sunday, and subsequent classes will meet daily from 8 a.m. to 5 p.m. with graduation occurring on Friday at 4 p.m. End-of-class graduation ceremonies are an important part of the course, and you are expected to attend. Please do not make any travel arrangements to leave campus until after graduation.

You are asked to complete the following short pre-course assignments:

- Please read the short article from Fire Engineering magazine titled "Find Success with Online Training and Education" and be ready to discuss this article in class. The article can be accessed at <http://www.fireengineering.com/articles/print/volume-166/issue-4/departments/training-notebook/find-success-with-online-training-and-education.html>.  
Note: You must register online with Fire Engineering. (It's free.)
- **Survey Monkey Pre-Course Assignment.** Your pre-course assignment requires you to complete a short survey which is placed on Survey Monkey. The purpose of the survey is to present a useful online evaluation tool for your consideration in your training programs and to develop and discuss the survey results in class. Take the short survey prior to class. The survey link will be emailed to you approximately three weeks prior to the start of class.
- **Discussion Board Registration.** During the class some assignments will be completed using a discussion board. You must register for the discussion board at <http://21stcentury.boards.net>. Click on "register" in the upper right hand corner, and complete the requested information. **Make sure to register using your full (first and last) name to help facilitate conversation and grading.** You will have to wait for an activation key to be sent to your email before the registration process is completed. **Please make a record of your user name and password since the discussion board will be used throughout the course. You must do this prior to arriving on campus.**
- Complete and submit the attached form to the NFA (regarding the training program you will be bringing to class). Directions and submission requirements are contained within this pre-course assignment packet.
- You are encouraged to bring any training technology programs that your department is using. Examples of these may include newly designed fire training websites, electronic training record keeping, or examples of software included in your training program(s). We will designate a window of time in class for students to present this technology to the class.

You should bring a personal computer (laptop), including thumb drive. Although the course will be primarily taught in a computer lab with federal computers provided by the NFA, there will be times during the course (mostly evenings) that you will be using your own computer.

Increasing numbers of students and instructors are bringing laptop computers or other electronic devices to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There are a limited number of 120 volt AC outlets in the classrooms. Thumb drives or external hard drives used to bring course materials to class cannot be connected to FEMA property without being scanned for viruses. Due to time limitations for scanning, these devices cannot be larger than 8 GB. Anything over this amount will not be scanned and cannot be used. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows 7 and Office 2010 as the software standard.

Should you need additional information related to course content or requirements, please contact Mr. Gerry N. Bassett at (301) 447-1094 or by email at [gerry.bassett@fema.dhs.gov](mailto:gerry.bassett@fema.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal", enclosed within a rectangular box.

Dr. Denis Onieal, Superintendent  
National Fire Academy  
U.S. Fire Administration

**Pre-Course Assignment**  
**21st Century Training for Fire and EMS Training Officers (R0354)**

You will have opportunities to decide to integrate various course strategies into one of your current training programs. Your plans to integrate these strategies will be ongoing throughout the course. You will **not** actually work to integrate these strategies into your program so that the program is changed. You will be asked to weigh the options of whether you should incorporate based on a number of factors. In choosing which training program you will bring to the class, use the following guidelines.

- The training program should currently be delivered to members of your department.
- The training program should be considered suppression and could include curriculum such as Firefighter 1 and 2, Engine and Ladder Company Operations, Hazmat, Technical Rescue, High-Rise Firefighting, Building Construction, and Occupational Safety and Health Organization-related safety training. (Any of these subjects would work fine.) If you are thinking about an EMS training program, a general decontamination, pathogens or hazardous materials program will be acceptable. Specifically, the course outline, lesson plans or Instructor Guide (IG) (preferable if one is available) for this program is what you need to bring to class.
- The training program should be longer than 2 days since the number and type of strategies being considered lend themselves to a longer program.
- Your current program should utilize a combination of methods — classroom, hands-on practice, etc.

Please complete the form and submit it to the NFA at least 10 days prior to the start of the course.

Name: \_\_\_\_\_  
Dates of Course: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Pre-Course Assignment**  
**21st Century Training for Fire and EMS Training Officers**

Please complete this form regarding the training program that you are bringing to class (course outline, lesson plans or preferably the IG if available). Prior to completing this form, please read the information on the previous page.

Title of Training Program

Target Audience

Length of Program in Contact Hours and Days

Brief Description of the Program

Number of Times Offered/Total Number Trained

Identify Type of Learning in Course (classroom, hands-on, scenarios, individual/small group)

Are the results of the program consistent from offering to offering?

Is this course valid? In other words, are the students tested on the objectives of the course?

Number and Type of Instructors

Current Technology Used in Program

Classroom

Hands-On

Has the program been reviewed by third-party organizations (State Training, International Fire Service Accreditation Congress, Pro-Board)?

Please complete and submit this form to the NFA 10 days prior to the start of the class. When received, the NFA will notify you. An email with an attachment is preferred.

Gerry Bassett, Course Manager  
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